

# Individuals Authorized Access to the CMS Computer Services (IACS)

## Approver – COB, HETS UI, Community and Community-Related Applications Requests

### Quick Reference Guide


This Quick Reference Guide provides the step-by-step instructions for an IACS approver authorized to process user requests for **COB, HETS UI, Community and Community-related applications**.






An approver may be responsible for processing the following types of user requests in IACS:

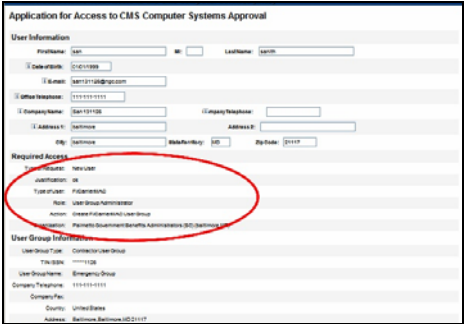
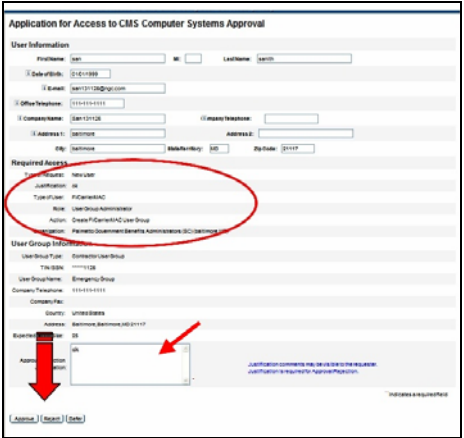

- CMS application roles
- Creation of community user groups
- Associations to community organizations or user groups
- Community user roles
- Changes to application or community roles

If you need assistance with the Approval process, refer to the **IACS User Guide for Approvers** or contact your Help Desk. Contact information may be found in the Help Resources portion of the Account Management screen.

#### The Steps for an IACS Approver to Process a Request are:

Step	Action	Screen Displayed
Step 1	Go to the CMS Applications Portal website: <a href="https://applications.cms.hhs.gov">https://applications.cms.hhs.gov</a>	
Step 2	Read the contents of the <b>CMS Applications Portal WARNING / REMINDER</b> screen.  Select the <b>Enter CMS Applications Portal</b> button.	

Step 3	<p>Select the <b>Account Management</b> hyperlink on the menu bar toward the top of the <b>CMS Application Portal Introduction</b> screen.</p>	
Step 4	<p>Select the <b>My Profile</b> hyperlink on the <b>Account Management</b> screen.</p>	
Step 5	<p>Enter your IACS <b>User ID</b> and <b>Password</b> in the fields provided on the <b>Login to IACS</b> screen.</p> <p>Select the <b>Login</b> button.</p>	
Step 6	<p>Select the <b>Pending Approvals</b> hyperlink on the <b>My Profile</b> screen.</p>	
Step 7	<p>On the <b>Inbox</b> screen select the <b>Name</b> of the request you want to review in the <b>Process</b> column.</p> <p><b>Note:</b> The role being requested, the name of the requestor and the request number are provided in the <b>Description</b> column.</p>	

Step 8	<p>Review the access request information on the <b>Application for Access to CMS Computer Systems Approval</b> screen.</p>	
Step 9	<p>Enter a brief statement for the <b>Approval/Rejection Justification</b> and select the desired button:</p> <ul style="list-style-type: none"> <li>• <b>Approve:</b> Approve the request.</li> <li>• <b>Reject:</b> Reject the request.</li> <li>• <b>Defer:</b> Defer action on the request until a later time.</li> </ul> <p>If you select Defer, no <b>Approval / Rejection Justification</b> text is needed.</p> <p><b>Note:</b> Approval/Rejection Justification text may be visible to the requestor.</p>	
Step 10	<p>The next screen to be displayed will depend on whether or not you have more requests to be processed:</p>	
Step 11	<p>If there are more requests to be processed, the <b>Inbox</b> screen will be displayed. You may continue processing other requests.</p>	
Step 12	<p>If there are no more requests to be processed, the <b>My Profile</b> screen will be displayed. The <b>Pending Approvals</b> hyperlink will no longer appear on the screen.</p>	